

B. SITE POLICIES FOR PARK FACILITIES

1. Tents in Public Parks

Tents may only be placed in public parks upon receiving approval from the CRPD Office of Special Events. Staking tents is not permitted in irrigated parks and placement of tents on the lawn may require the use of portable flooring. The Division of Fire is not able to fill water barrels to anchor tents. Applicants must consult with the CRPD Office of Special Events prior to locating any tents within a park. Tents over 400 square feet require inspections and permits. Refer to Section II. C. 1 and 6 to determine if you will need to complete a Festival Tent Registration Application for the Building and Zoning Services Department or a Temporary Event Permit for the Division of Fire.

1. Park Electricity

Limited electricity is available within some parks. Permission to access park electricity is contingent upon the approval of proposed electrical connections, available amperage, payment of applicable fees, and the presence of qualified event personnel. Access to electric distribution panels is not guaranteed. Applicant may be required to hire a certified electrician and schedule an on-site meeting between event electricians and park staff prior to the event. The Building and Zoning Services Department may also require an electrical permit and inspection if the proposed electrical assembly cannot be verified as listed and labeled by a recognized testing agency or if the electrical assembly is used within a tent.

2. Conducting Sales and Fundraising within Parks

All sales, commercial activities, and fundraisers occurring in a park must have written authorization from the Director of Recreation and Parks. If approved, the Event Coordinator must arrange for special duty police to be on-site when these activities occur. Event Coordinators are also responsible for meeting the licensing requirements of all other City and State agencies that regulate commerce.

3. Alcohol Policy for Park Shelter Houses

The privilege of serving alcohol in a city park shelter house is authorized when a lessee contracts with a Columbus Recreation and Parks Department approved beverage contractor for the service of beverage concierge (professional bartending). A lessee must contact the CRPD Permit & Rental Services Office (614-645-3337) for a list of approved contractors, authorized sites and to obtain an Alcohol Service Agreement 30 days prior to event. Alcohol may not be sold and no money or tickets may exchange hands within the shelter house. All dispensing of alcohol must cease at least 30 minutes prior to the end of the rental time. No one under 21 may be served or consume alcohol.

☐ **Service Fee in conjunction with Alcohol Service Agreement \$150.00**

☐ **Expediting Fee if Agreement is less than 15 days prior to event \$100.00**

4. Banners and Signage

Banners and signage may not be posted in, or attached to, any park structures or facilities without permission from the CRPD Office of Special Events. The CRPD Office of Special Events will work with you to determine appropriate locations to affix temporary signage and banners. In most cases, trees and light poles are not designed for the wind resistance that is created by anchoring banners and signs to them. City departments will not use city equipment and personnel to assist with the placement of event signage. Flagpoles and banner brackets within parks are intended for use by the City of Columbus for displaying governmental and departmental flags.

6. Post-Event Site Inspection

Following each event, CRPD Office of Special Events will perform post-event inspections. These inspections cover all parks, facilities, streets and adjacent sidewalks permitted for use by the Recreation and Parks Dept. and will focus on the removal of all event related trash, signage, equipment and supplies, hard surface stains, and overall site cleanliness. If you are interested in attending this inspection, please contact the CRPD Office of Special Events to schedule a time.

Removal of all event related trash from the area used includes small scraps of ground litter (cigarette butts, straws, stickers and string), food waste and debris (bricks, posts, plastic ties, and blocks of wood). A site that is clean must be in the same condition the permit holder received it - all permanent trash receptacles must be empty with new can liners, signage event related supplies and equipment must be removed and hard-surfaces will be clear of stains from spills. Lawn areas shall be in-tact without ruts, broken tree limbs, and areas where event waste has been dumped by vendors or patrons. For events where parking is not contained on-site, permit holders should adopt the good-neighbor practice of surveying areas outside of the immediate area of use to make sure that event related trash and debris has not been discarded by patrons as they depart from the event.

City departments understand that there are unexpected damages that may result due to inclement weather, careless vendors or participants, but in all cases when a permit is issued for use of a public property it is the responsibility of the permit holder to take possession of the property and to maintain it throughout the event until returning it to the City. Event Coordinators are always given the first opportunity to rectify damages, however, failure to adequately perform restoration or to complete it in a reasonable time-frame (prior to future permitted events) will result in City departments arranging for restoration. City departments will seek restitution for any costs associated with work that is required due to the failure of a permit holder to return city property in the same condition it was provided at the on-set of a permitted use.

7. Emergency Action Plan

All Event Coordinators should consider the possibilities of natural disasters and unplanned emergencies. A basic emergency response plan should be adopted and communicated with event staff, police/security personnel and on-site first aid providers. The Division of Fire will review each event's emergency plan before approving any permit requests. A plan should include the following minimum provisions:

- Identification of who will make key decisions such as canceling the event.
- Plans for communicating with event staff, volunteers, guests, media, vendors, on-site police and first aid providers
- Methods for safely managing site evacuation
- Steps for caring for injured participants and lost children
- Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds)
- Methods for dealing with suspicious packages
- Training for use of fire extinguishers
- Access to local hotline or portable weather station for weather updates
- Plans for a back-up public address system for announcements (generator or megaphones)
- Plans for securing cash control areas and fiscal staff and volunteers
- Methods for distributing rain gear, flashlights and radios to staff and volunteers